

**CLASS TITLE: METAL STAMPING SHOP SUPERVISOR
(ADULT CORRECTIONAL INSTITUTIONS)**

Class code: 02352300
Pay Grade: 21A
EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation of a small metal stamping shop engaged in the production of automobile number plates; to instruct and train inmate help in the performance of the various operations involved; and to do related work as required.

SUPERVISION RECEIVED: Work is assigned by a superior; position makes own work decisions with respect to technical details involved; work is reviewed on completion for quantity and quality.

SUPERVISION EXERCISED: Usually none over other state employees; supervises inmates who are assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the production of automobile number plates; metal signs and other metal articles in accordance with specified quality and quantity requirements.

To train and instruct inmate help assigned to the shop.

To keep records of materials and production and to make reports.

To maintain and adjust blanking and embossing presses, enameling machinery and ovens.

To set dyes in metal stamping power presses.

To draw up specifications for new dyes.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques and equipment used in the manufacturing of automobile number plates, metal signs and sheet metal articles; a skill in dye setting on metal stamping power presses and in other metal stamping processes; the ability to operate and make necessary adjustments to machinery and equipment used in the manufacturing of automobile number plates, metal signs etc.; the ability operate metal enameling equipment; the ability to supervise and instruct inmate workers; the ability to estimate the materials and labor costs involved in the fabrication of metal articles; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment in a position involving the operation and adjustment of metal stamping power presses.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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